

**ASSISTANT COACH AWARD**

INTRODUCTION

Thank you for becoming involved in the RPT Coach Education programme. I hope that you will be able to use this opportunity to be able to develop your own skills further through moving into the world of Coach Education and at the same time help to generate some new coaches into the community.

This new initiative has been introduced to help coaches be able to train and mould their own assistant coaches and coaching workforce. Using the proven successful RPT Spanish Teaching System a coach can add to this programme their own ideas and structure to help establish their own coaching philosophy and style.

By using the RPT teaching methodology this will help coaches establish a clear and proven coaching pattern and will also help to establish consistency between coaching and coaches helping to provide a high quality coaching provision for players of all levels.

QUALIFICATIONS

On successful completion of the training programme and the RPT certification test the successful candidates will receive 3 certificates. The RPT Assistant Coach Award plus the equivalent certificate from the International Coaches Institute and the supplementary certificate from the European Union.

We recommend that coaches holding the RPT Assistant Coach Qualification only assist in coaching alongside a fully qualified coach.

In addition to the qualification this certificate also enables people to apply to become and LTA registered coach. They will need to meet all of the additional criteria for this as set down by the LTA

THE COURSE

The course is a minimum of 15 hours of delivery which should be delivered over a minimum of 3 days but can be delivered in any format to suit the needs of the coaches. This can be a combination of formal teaching on and off-court and practical experience working alongside the Tutor Coach.

The course will cover the basics of how to teach footwork, groundstrokes, serves and volley, drills, games and how to assist a coach in delivering effect lessons.

WHO IS THE COURSE AIMED AT?

The course is aimed at anyone aged 14 or over who is helping as part of a professional structured and organised coaching programme. This can be your younger players, club members, parents, school teachers etc…

SETTING UP A COURSE

When you are ready to start a course you will need to complete the course registration form and an application form for each of your trainee coaches and pay the relevant fees. When this has been completed the Tutor pack will be sent to you and the Training Manuals will be sent to the learners (via email).

On completion of the course you will be required to carry out the formal RPT certification test and on-court assessment. The results of these and the paperwork should be returned to the RPT office for processing and the release of the certificates.

QUALITY CONTROL

The RPT will sample the written tests from each course and reserve the right to contact any of the learners on the course for feedback and training information. We also reserve the right to attend any part of your course in line with the timetable you will need to produce to register a course. Failure to meet the standards required by the RPT will result in the opportunity to deliver this course in the future being withdrawn.

THE TUTOR PACK

The tutor pack contains the following information

* Course Presentation (Powerpoint)
* Child Protection Presentation (Powerpoint)
* Course Timetable
* Editable Promotional Flier
* Course workbook
* Course register
* Application forms
* Final assessment and certification claim form

**ONLINE RESOURCES**

The students can visit our website to be able to watch any of the teaching progressions for the key strokes.

Go to [www.RPTeurope.com](http://www.RPTeurope.com) in the left hand column click on ‘online learning’ on that page click on the ‘Assistant Coach’ button they will then need to put in the password ‘vamos’ and this will then let them open the page.

If you go to the bottom of the page there is a link then to ‘Tutor Resources’ click on this button and then add the same password again to take you to the resources you need to deliver and administer the course

**ADMINISTRATION**

When you are ready to run a course please contact Michelle (michelle@RPTeurope.com) to let her know the dates and venue for your course so we can log it onto our system.

Application forms must be completed by everyone attending the course. You will need to add in your own details for the venue, address and course fee.

Application forms must be sent to the RPT so that they can be registered for the course.

A register must be kept and people must attend all sessions. If for any reason they cannot attend a specific session you must confirm that they have completed the additional hours at another time. On completion of the course the register must be sent to the office.

On completion of the course you must complete the final assessment and certification claim form and return this to the office. We will then process the certificates accordingly and will send all certificates back to you for distribution.

**FINANCE**

There is an RPT registration and certification fee of £25 per person.

The course fee is entirely up to you. You can use this as a way of creating a new income stream by charging a course fee. People can repay their fees by providing a number of free coaching hours in exchange etc.. This is entirely up to you there are no minimum and no maximum numbers of people you may take on your course.

The fee must be paid at the time of registering your coaches and before you start the training course.

Should anyone wish to pay by credit or debit card we will be able to process this for you and credit you back with your fee.

**ASSESSING**

There are 3 elements to the RPT Assistant Coach Award.

1. Successful completion of the training programme
2. Successful completion of the workbook
3. Successful delivery of on court teaching throughout the course

Only when all 3 elements have been successfully completed can the certification be applied for.

**Successful completion of the course.**

This must be indicated on the register. If for any reason someone missed one of the programmes sessions you must provide a cover not to confirm that the person has made up the time and training that they have missed at another time.

**Completion of Workbook**

You will be required to read through each of the completed workbooks to ensure that they have been fully and correctly completed. If you are not satisfied with any of the answers then the workbook must be given back to the coach together with feedback as to what they need to do to reach the required standard.

**On Court Assessments**

We want the coaches to be actively engaged and active at all times on court during the course. As such there is no formal coaching assessment but they are assessed everytime they are involved in coaching during the course. This provides a less pressure assessment method and also ensures the coaches remain focused on court.

On deciding if the coach meets the standards you simply ask yourself one question.

Would I have this coach working with/for me?

If yes then they are good enough to do just that and they can be signed off for the on court coaching element of the test.

If not then they need to be given feedback and when they are ready be given another opportunity to be assessed for their coaching.

**FURTHER INFORMATION**

If you require any further information, advise or support at any stage please do not hesitate to contact us

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